

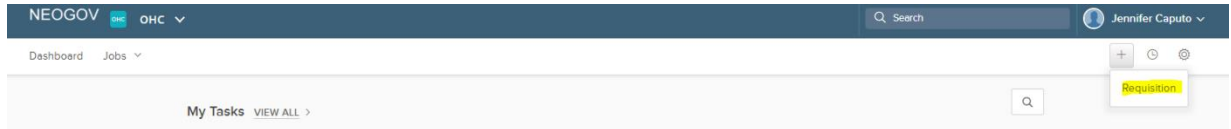
NEOGOV ONLINE HIRING CENTER (OHC)
OVERALL INSTRUCTIONS

Control click any of the following steps to go directly to the instructions for that section:

1. [CREATE REQUISITION IN NEOGOV \(Hiring Manager\)](#)
2. [CREATE JOB POSTING \(Recruiter\)](#)
3. [CREATE SUPPLEMENTAL QUESTIONS \(Recruiter\)](#)
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15. [PREPARE FOR YOUR INTERVIEWS \(Hiring Manager\)](#)
16. [RATE YOUR CANDIDATES \(Hiring Manager\)](#)
17. [MOVE THE CANDIDATE TO HIRE/SEND NOT SELECTED NOTICES \(Recruiter\)](#)
18. [AUTHORIZE THE HIRE \(Recruiter\)](#)
19. [ARCHIVE POSTING AND RECRUITMENT PROCESS \(Recruiter\)](#)
20. [COMPLETE THE HIRING PROCESS \(Recruiter and Hiring Manager\)](#)

1. CREATE REQUISITION IN NEOGOV (Hiring Manager)

1. Visit <https://login.neogov.com/signin?siteCode=IN>
If you are unable to access the Online Hiring Center, please contact a member of the Recruitment Team.
2. Log into NEOGOV's Online Hiring Center (OHC)
 - Click on "+" then **"Requisition"** under your name on the top right



3. Complete the Requisition Details
 - **Class Spec** is the title listed on the job description
 - **Please ensure you have worked with the Classification and Compensation Analyst to ensure your class spec is up to date.**
 - **Start Date** please be aware the recruitment process, plus contingent and final offer stage can take 30-45 days. New employees are effective on Mondays of pay period weeks.
 - **Hiring Manager** include your name and our HR Recruiter, Michael O'Hagan
 - **List Type** will most often be "regular" for recruitments that are open to the public ("promotional" is for internal only recruitments)
 - **Number of vacancies** should reflect the total sought/approved by the Budget Team

Create Requisition

Cancel Save & Close Save & Continue to Next Step

1. CREATE 2. APPROVALS 3. ATTACHMENTS

Requisition Details

* required fields are marked with asterisk

Requisition # [Assigned when requisition is saved]

Division/Section * Human Resources

Class Spec * Human Resources Generalist (00650)

Working Title HR Generalist

Desired Start Date 09/15/2020

Hiring Manager * Annie Terhaar Jennifer Caputo Find a hiring manager

Job Type NON-EXEMPT; FULL-TIME; TENURE & BENEFIT ELIGIBLE

List Type Regular

Number of Vacancies 1

What is the assigned Work Schedule? Please include days of the week, hours or if the position will work shift work. * Monday - Friday, 8am to 4:30 pm.

Will this position receive a Uniform Allowance? If so, please add the amount and frequency i.e. yearly, quarterly, etc... No

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

Who will be the Evaluating Supervisor?
Jennifer Caputo

Work Phone #
928 213-2097

Will this employee need Network Access (computer log in/e-mail access)? *

☒ Yes
☐ No

Retirement System *

☒ Arizona State Retirement System
☐ Public Safety Retirement System
☐ Elected Official Retirement Plan
☐ None

Does this position require a CDL? *

☐ Yes
☒ No

Does this position have a residency requirement? *

☐ Yes
☒ No

Please select how long this position should be open *

☐ One Week
☒ Two Weeks
☐ Three Weeks
☐ Open Until Filled
☐ Other - Please specify in the comment section.

The full-time equivalent is *

☒ 1.0 FTE
☐ Other, please specify in the comment section

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

List the NAVILINE account number to charge the personnel here. *

001-01-012-0021-1

Salary Range *

☐ Advertise at minimum
☒ Advertise to 6% over minimum
☐ Advertise to 12% over minimum
☐ Other

If you want to advertise, please select advertising option(s) from the list below *

☐ N/A
☐ Indeed - \$130
☐ GovernmentJobs - \$125
☐ Recruitics - \$300
☐ ZipRecruiter - \$199
☐ Print Publications
☐ Other Trade/Professional Specific Sites

New Position?

☐ Yes
☒ No

4. Click Add Position Detail

- Select **Yes** or **No** to indicate if this is a new position
- Enter the **Position #** (the Position Control number in Naviline)
- If it is not a new position, enter the vacancy date and name of the person who most recently vacated the position. If it is a new position, leave fields blank.

Position Details

New Position?

☐ Yes ☒ No

Position # *

10952

Vacancy Date *

07/26/2020

First Name *

Cindy

Last Name *

Perger

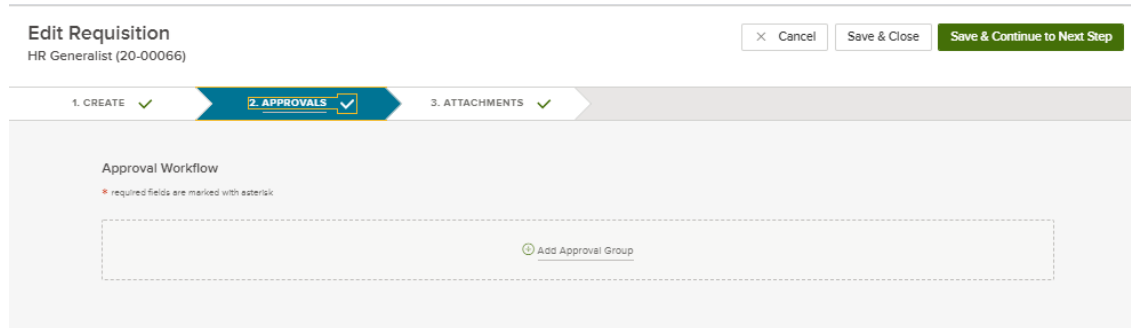
Delete

Add Position Detail

5. Click **Save & Continue to Next Step** on the top right of the screen

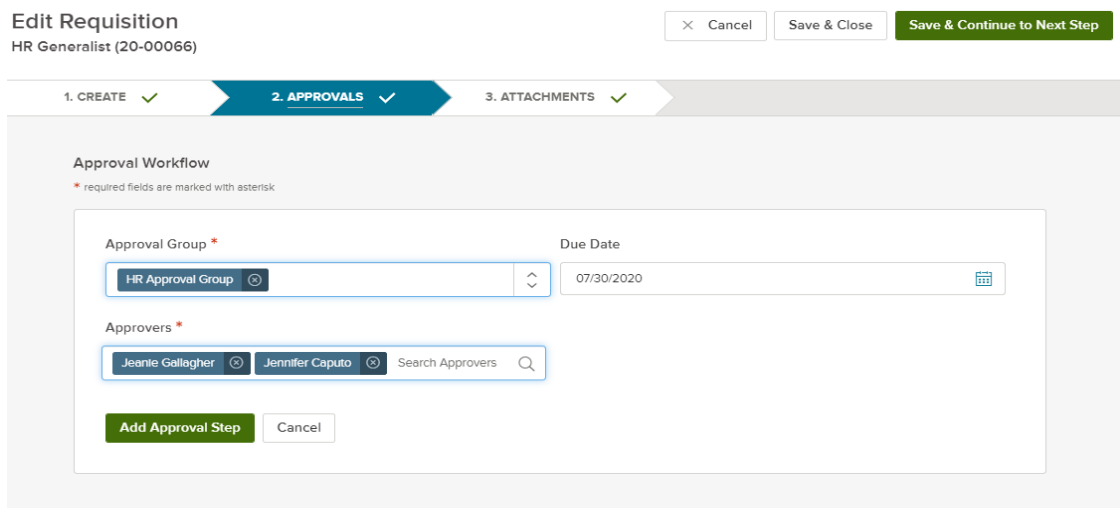


6. Click **Add Approval Group** on the Approvals tab



You will need to add multiple approval groups for each level in your chain of command and HR if needed. Approvals should be added in the following order:

- Section Head (if applicable)
- Division Director
- Deputy City Manager or City Manager (whichever is applicable)
 - **Economic Vitality, Water Services, Sustainability, City Clerk, and Public Affairs add City Manager Greg Clifton, NOT a Deputy City Manager**
- For new positions only, also add “HR Approval – New Positions Only” and list Jessica Vigorito as the approver



7. Click **Save and Exit**

Once all approvals are received the recruitment will proceed.

2. CREATE JOB POSTING (Recruiter)

1. Email the web link to the Overall Instructions to the Hiring Manager.
2. **Go to My HR, then Requisitions**
 - Under **Unassigned**, find the **Requisition** and review information before creating the posting

Requisitions [view all >](#) Reset Q

1 All	0 Approved	1 Open	1 Unassigned
----------	---------------	-----------	-----------------

Req. #	Req. Title	Division	Date Received	Exam #	# Referred	Actions
21-00019	Patrol Lieutenant	Police Departme...	02/11/21	020-21	2	

Showing 1 - 1 of 1 items < >

- Under **My HR**, click the **+** on the top right, click **Job Posting**
- Complete Posting information from the Requisition
 - **Draft** = leave this unchecked
 - **Archived** = Uncheck (check once recruitment is completed)
 - **Accept Online Applications** = Check
 - **Show Closing Date/Time** = Check if has a close date
 - **Continuous** = Check if position is Open Until Filled
- **Division/Section/Class Spec** = enter information provided on Requisition
- **Job Title** = Populates from Class Spec
- **Job Number** = find on Recruitment Spreadsheet
- **Job Type** = FLSA status, etc.
- **Job List** = Default (Promotional, or Transfer if applicable)
- **Exam Type** = Open
- **Advertise from** = Opening Date
- **Advertise To** = Close date
- **Enable Max Apps** = do not select
- **Category** = Job type category
- **Location** = Where the position will be working
- **Application Template** = public for positions open to the public
- **Reapply Period Days** = 0
- **Assigned To** = The assigned Recruiter (can only have 1 assigned here)
- **Administrative Duties, Examples of the Work, Qualifications, Supplemental Information** = click on Populate From Class Spec
 - If this is NOT done at this point, you cannot come back and auto-populate, this is the only place!
- Pre-Employment Requirements
 - Check for requirements at [Pre-Requirements Spreadsheet](#)
- Salary Information section
 - **Automatically update salary range information from Class Specification** = unchecked
 - **Minimum and Maximum Salary** = annual if exempt and hourly if non-exempt
 - **Max Salary** = 12% if not indicated on Requisition

- **Year or Hour** = annual if exempt and hourly if non-exempt
- **Based on** - If Full Time, 2080 hrs per year (2912 for commissioned Fire)
- **Show Salary Breakdown** = annual if exempt and hourly if non-exempt
- **Salary Display** = If you do not want the salary to display, select one from the dropdown menu
- **Internal notes** = Notes for only internal people, the applicants nor OHC users will not see these comments
- **Supplemental Questions** = select Yes
- **Will overtime be paid until job is filled** = unchecked
- Click **Save**

3. CREATE SUPPLEMENTAL QUESTIONS (Recruiter)

1. Click **Supplemental Questions**
2. **Question** = add Supplemental Questions based on minimum qualifications from job description/class spec
 - If question has already been used or you want to save the question for later use in the future, click on Item Bank in upper right
 - Show All items - If question is already in the bank
 - Add New Item - If adding a new question that has not been saved before
3. **Question Code** = Leave this code blank
4. **Response Format** = Click **Select From Choices** Answer for multiple choice questions
5. **Input Type** = Click **Radio**
6. **Response Options** = Click **Add Option**
 - **Internal Code** = Y (N)
 - **Response Option** = yes (no)
 - **Points** = 1 (0)
 - REPEAT until all options have been added
7. **Required Question** = Yes
8. **Confidential** = No
9. **Employer Use Only** = No
10. **Allow on Panel Templates** = No
11. Click **Save**
 - REPEAT for all supplemental questions

4. CREATE SCORING PLAN (Recruiter)

12. Click **Scoring Plan**
13. Click **Add New Scoring Factor**
 - **Factor Title** (i.e. Education)
 - **Type** = Scored
 - **Score Points** = Supplemental Questions
 - **Factor questions** = select the question you want it to be linked to
 - **Formula** = autopopulates
 - **Comments** as needed
 - Click **Save**
 - REPEAT for all supplemental questions

006-21-02 Equipment Operator - Landfill
 Scoring Plan > Scoring Factors > Scoring Factor Cases

Fields marked with an asterisk (*) are required

* Factor Title	Education
Type	<input type="radio"/> Pass/Fail <input checked="" type="radio"/> Scored
* Score Points From	<input checked="" type="radio"/> Supplemental Questions <input type="radio"/> Cases
* Factor Questions	<input checked="" type="checkbox"/> Do you possess a high school diploma or GED? <input type="checkbox"/> Do you possess a valid Arizona Class B Commercial Driver's License with HAZMAT Endorsement, or ability to obtain one within a six month period?
Formula	<score>
Comments	

Save Reset

5. CREATE MINIMUM QUALIFICATION REVIEW (Recruiter)

- **Definition**
 - From **Recruitment Process**, Go to **Evaluation Steps**
 - Click **Add Step**
 - **Step Type** = **Supplemental Questionnaire**
 - **Step Name** = **Minimum Qualification Review**
 - **Display Candidate Status As** = **Minimum Qualification Review**
 - **Evaluate On** = **Scored**
 - **Auto-Send Notices to Failing Applicants** = **No**
 - **Applicant Status** = **Show This Step but don't select anything else**
 - **Comments** = **n/a**
 - **Cumulative Score** = **Do Not Show**
 - **Prerequisite Steps** = **preselected to show Application Received**
- **Scoring**
 - **Calculate Final Score Based On** = **Percentage Score**
 - **Final Score Weight** = **0.00%**
 - **Calculated Score Decimal Places** = **2**
 - **Passing Score Percentage** = **Adjust to set passing score**
 - **Max Raw Score** = **Pulled from supplemental questions**
 - i.e. Had 2 SQs, both worth one point, so max is 2
 - Click **Save**

6. AUTHORIZE THE POSITION (Recruiter)

- **My HR, Requisitions, Unassigned**
 - Find the job title and click the rubber stamp...change status to open
- **Assigned to** = **Recruiter Name**
- **Existing Recruitment Process** = **search by title or job number**
- Delete after 3 years auto populates
- Click **Save**

7. ADVERTISE JOB (Recruiter)

Always done on Friday morning

- **My HR, Job Postings**
- Click the **Active** tab, find the job, click **Advertise Job**
- Select companies then click **Proceed to Checkout**
- Select an existing P Card or click **Add a Credit Card**
 - Enter card information and click **Submit Payment**
 - If advertising on Government jobs, you will get a receipt right away. For Indeed, you won't get the receipt until the job closes. Forward receipt to the P Card holder.

Your Governmentjobs.com, Inc. (NEOGOV) receipt [#1390-0158]



8. CREATE SUBJECT MATTER EXPERT (SME) REVIEW (Recruiter and Hiring Manager)

The Recruiter pulls the previous matrixes or SME reviews to create a draft SME review to send to the Hiring Manager. From there the questions, weights, etc. can be modified through discussion with the Hiring Manager. This will help the Hiring Manager determine who will be interviewed by taking a deeper dive into each candidate's education and experience (this replaces the old matrix).

- From **Recruitment Process**, under **Evaluation Steps** click **Add Step**
- **Definition**
 - **Step Type** = Rating Matrix
 - **Step Name** = SME Review
 - **Display Candidate Status As** = Additional Review
 - **Applicant Status** = Show This Step (Don't select anything else)
 - **Comments** = n/a
 - **Cumulative Score** = Select **Do Not Show Cumulative Score**
 - **Prerequisite Steps** = Select **Minimum Qualification Review** (unless it is for a promotion, transfer, etc.)
 - **Rating Method** = Numeric Rating Scale
 - **Rating Scale Maximum Default** = 0
- **Scoring**
 - **Calculate Score Based On** = Percentage Score
 - **Final Score Weight** = 100%
 - **Calculated Score Decimal Places** = 2

- **Passing Score Percentage** = Can be adjusted after SME review, start with 65-70%
- **Rating Matrix Details**
 - **Self-Schedule** = Do not select
 - **Rating Matrix Exam Dates** = n/a
 - **Select Raters** = Hiring Manager (recommend just one so that multiple people don't have to score in the OHC)
- **Rating Criteria**
 - **Add from the job description or previous matrix – send to Hiring Manager for review**
 - **Rating Criteria** = what is being rated on (i.e. Experience)
 - **Description** = explain criteria (i.e. Rate the candidate's experience on a scale from 0-5).
 - **Rating scale Max** = 5
 - **Weight** = 50
 - **Click Add Rating Criteria** to add another criteria
 - **Weight must equal 100**
 - **Click Save**

* Rating Criteria	Experience	<input checked="" type="checkbox"/> Required
Description	Rate the candidate's experience in airport operations and program administration on a scale of 0-5. 5 yrs = 1 pt; 6-7 yrs = 2 pts; 8-9 yrs = 3 pts; 10-11 yrs = 4 pts; 12+ yrs = 5 pts	
* Rating Scale Maximum	5	
* Weight	25	

* Rating Criteria	Leadership Experience	<input checked="" type="checkbox"/> Required
Description	Rate the candidate's leadership experience on a scale of 0-5. 3 yrs = 1 pt; 4-5 yrs = 2 pts; 6-7 yrs = 3 pts; 8-9 yrs = 4 pts; 10+ yrs = 5 pts	
* Rating Scale Maximum	5	
* Weight	25	

9. JOB CLOSES/MOVE APPLICATIONS THROUGH THE STEPS (Recruiter)

- From **Jobs, Recruitment Process Detail** page, view **Applicants by Step**
 - **Step 1 Applications Received**
 - Select all applications under **Application Received**
 - From action dropdown menu, select **Go To Minimum Qualification Review**, select **All, Go**
 - **Step 2 Minimum Qualifications Review**
 - Confirm cutoff percentage with Hiring Manager
 - Select all that failed, under Select Action, click **Email Notify**, select **Failing, Go**
 - Under Select Template dropdown, select **Not Selected for Interview, Generate Notices, Send**
 - Select all that passed, under Select Action, click **Go To SME Review**, select **Passing, Go**
 - **Step 3 SME Review (Assigning the applications to the Hiring Manager)**
 - Select all candidates, from actions dropdown menu click **SME Review, All, Go**

- On **SME Review (Assign to SME)**, under **Assign to SMEs**, click hiring manager's name and click **Submit**
- Hold for application review to see who passed/failed
- Confirm cutoff percentage with Hiring Manager

10. COMPLETE SUBJECT MATTER EXPERT (SME) REVIEW (Hiring Manager)

The SME review **replaces the matrix** and allows the Hiring Manager to look deeper into the applicant's application and resume and determine who to interview.

When scoring each candidate, provide information as to why you are assigning the score. HR needs enough information so that we can share why a candidate was/was not chosen for an interview (this may be shared with the candidate.)

- On the dashboard under **My Tasks**, click on the job title

Dashboard Jobs

My Tasks VIEW ALL

Type	Related To	Date Assigned	Due Date	Division	Section
SME Review (2)	Job Recreation Leader II (061-20)	03/11/2021		Public Works	Recreation

Showing 1 - 1 of 1 items

- Under **Candidates**, click on **Unreviewed**
- Click on the name of the candidate you would like to review
 - The application will display. On the left side you will see icons you can toggle through to quickly skip to a certain section of the application.
- Review the candidate's application and attachments
- You will rate each candidate's experience and education based on the criteria you defined in the SME review

* required fields are marked with asterisk

Experience

* | Score

Please enter correct numeric value between 0 and 5

Write a comment...

Training

* | Score

Write a comment...

- Enter the score for each criteria.
- Once you have entered all scores, click the **Submit** button
- After all applications have been scored, click **Complete Review**

11. REFER CANDIDATES TO HIRING MANAGER (Recruiter)

- From **View Applicants by Step**
 - Under **Step 3 SME Review**, select **Place on Eligible List** from actions dropdown menu
 - Select **Passing** from **Select Candidates** dropdown
 - Click **Go**
 - Select **Assign to List**
- From Recruitment Process detail page under **Eligible List**, select **View Candidates**
 - Select all candidates, select **Refer** from actions dropdown menu, select the requisition, click **Refer** and **Go**

12. SEND NOT SELECTED FOR INTERVIEW NOTICE (Recruiter)

- Under **SME Review**, select all candidates, email **notify**, select all, **Go**
- Under **Template**, choose **Not Selected to Interview**, **Generate Notices**, and **Send**

13. SET UP INTERVIEWS FOR SELF-SCHEDULING (Hiring Manager)

1. From the OHC, click on the Job title under **Requisition Title** in **My Candidates**

My Tasks [VIEW ALL](#) > Q

Type	Related To	Date Assigned	Due Date	Division	Section
SME Review (5)	Job Wildland Fire Crew - Crew Member and S	02/02/2021		Fire Department	

Showing 1 - 1 of 1 items ← →

My Candidates Q

Req #	Requisition Title	Candidates	Division	Section	Hiring Manager	Created On
21-00009	Wildland Fire Crewmember	35	Fire Department		SKYLER LOFGREN	01/20/2021

2. Click **Hire Workflow**

Requisition Detail
Wildland Fire Crewmember (21-00009) [Open](#)

[Requisition Information](#) [Approvals](#) [Hire Workflow](#) [Candidates](#) [History](#)

Candidates

35
TOTAL

Referred : 35

3. Click on **Customize Workflow**

Requisition Detail
Wildland Fire Crewmember (21-00009) [Open](#) [Copy](#) [Cancel Req](#)

[Requisition Information](#) [Approvals](#) [Hire Workflow](#) [Candidates](#) [History](#)

Hire Workflow [Customize Workflow](#)

1	Referred	35 Active	35 Total
2	Interview		0 Total
3	Offered		0 Total

4. Beside **Interview** click the pencil

Customize Hire Workflow

Close

1 Referred

2 Interview

Add Step

5. In **Step Details** complete the following:

- Enter the type of interview in the “name” (e.g. Microsoft Teams Interview, Phone interview, etc.)
- **Display Status to Candidate As** should match the “name” above
- Select **Star Rating**
- Enter your name as a **Rater**

Interview

Cancel Save & Close Save & Continue

1. STEP DETAILS ✓ 2. SCHEDULING ✓

Name *
Interview

Display Status to Candidate As
Interview

Raters
SKYLER LOFGREN Start typing to find a rater. Q
Remove rater SKYLER LOFGREN

Comment

Evaluate Using
☐ Pass/Fail
☒ Star Rating
☐ Percentage

Scale
☒ 5 Stars
☐ 10 Stars

Pass Point
★★★★☆ 3 Stars

6. Click **Save and Continue**

7. Under **Scheduling**

- Turn on **Pre-Configure Interview Slots** and turn on **Allow Candidate Self-Scheduling**
- Select Location for interview
- Select available dates
- Select start time, end time, duration, and time between slots
- Set deadline for candidate to schedule their interview by

1. STEP DETAILS ✓ 2. SCHEDULING ✕

Appointment Scheduling

ON Pre-Configure Interview Slots

ON Allow Candidate Self-Scheduling

* required fields are marked with asterisk

1 Select Location(s) *

Start typing to find a location

Location is required

2 Select Available Dates *

February 2021

8. Under **Add breaks**, the times and slots will self-populate.

- Make sure you have enough slots for the number of candidates interviewing
- Email Confirmation – turn on if you want an email notification when a candidate schedules their interview
 - If you want to hold interviews in the morning, have a break, then continue interviews in the afternoon on the same day, use the **Add Breaks** feature to block out time between your interview sessions
 - If you are holding interviews over multiple days, repeat steps 7 and 8 for each day
- Click **Save and Close**

1. STEP DETAILS ✓ 2. SCHEDULING ✕

3 Select Times

Start Time * 8:00 AM to End Time * 5:00 PM Duration * 45 min Time Between Slots * 15 min

Arizona

4 Self Schedule Deadline

02/17/2021

5 Add Breaks

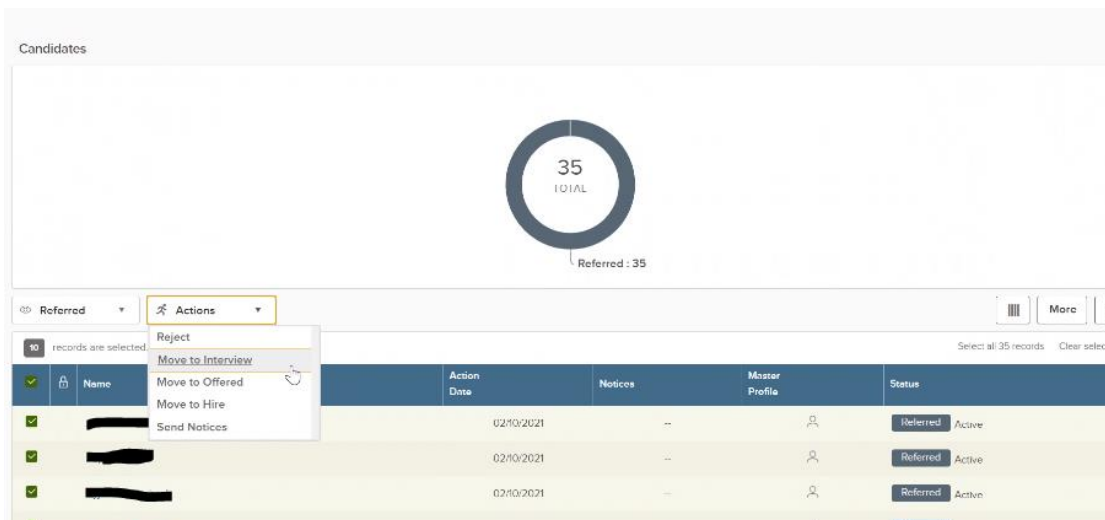
Starts Ends

12:00 PM 1:00 PM

8AM	8:00 AM - 8:45 AM Slot 1
9AM	9:00 AM - 9:45 AM Slot 2
10AM	10:00 AM - 10:45 AM Slot 3

9. Return to **Candidates** Tab

Select all candidates, then click **Actions** box and select **Move to Interview**



10. Once candidates have moved to the interview, select all candidates and click **Send Notices**



11. Click magnifying glass and select **Invitation to Self-Schedule Interviews** and click **Send Notices**.

Send Notice
Anderson-Cendana, Johnathan (Person ID : 46246347) , Aspa, Ryan N. (Person ID : ...)

Notice Details
* Required fields are marked with asterisk

Notice *
Find a Notice Template


Select Notice Templates

Cancel

Name	Description
COI Interview Confirmation Notice	Used for all departments except PD to confir...
Invitation to Self-Schedule Interviews	Invitation to candidates to Self-Schedule Inter...
Passed Critical Pre-employment Testing	

Showing 1 - 3 of 3 items

12. Once candidates have scheduled, their selected time and date will appear on the **Requisition Detail** page under **Candidates**.



Interview	Actions
<div> <div></div> <div>Name</div> </div> <div>02/04/2021</div> <div>Notices</div> <div>Master Profile</div> <div>Status</div> <div>Rating</div>	<div>Interview</div> <div>Scheduled for 02/11/2021 10:55 AM</div> <div>No Rating</div>

14. CONFIRM INTERVIEWS/SEND NOTICE (Hiring Manager)

For scheduling in-person interviews:

After scheduling deadline passes, select candidates scheduled to interview, select **Send Notices** from **Actions** dropdown menu. Select **COF Interview Confirmation Notice**. Click **Send**.

Send Notice

Anderson-Cendana, Johnathan (Person ID : 46246347)

Notice Details

required fields are marked with asterisk

Notice *

Find a Notice Template

Notice is required

Select Notice Templates

Cancel

Name	Description
COF Interview Confirmation Notice	Used for all departments except PD to com...
Invitation to Self Schedule Interviews	Invitation to candidate to Self Schedule Inter...
Passed Critical Pre-employment Testing	

Showing 1 - 3 of 3 items

For scheduling through Microsoft Teams:

- Create the Microsoft Teams appointment(s) in Outlook
 - You may choose to do one Teams appointment for each interview or a single Teams appointment for all interviews (you will have to admit each candidate into the meeting).
 - Include all panel members in the appointments
 - To ensure candidates cannot bypass the lobby before entering the meeting, make sure your Microsoft Teams meeting options are set to reflect the following:

Meeting options

Who can bypass the lobby?	People in my organization and gu...
Always let callers bypass the lobby	No <input type="checkbox"/>
Announce when callers join or leave	No <input type="checkbox"/>
Who can present?	Everyone
Allow attendees to unmute	Yes <input checked="" type="checkbox"/>

Save

2. Once all candidates have scheduled their interviews, visit the OHC. Go to **My Candidates** and select the job title to see your candidates. Select all candidates then **Send Notices** from Actions dropdown menu. Select **COF Interview Confirmation Notice**.

- a. Click override

Notice ^{*}

COF Interview Confirmation Notice

Notice Preview

Template Sample Candidate

Dear <Applicant_FirstName>

This message is to confirm your interview for the <Position_Title> position at <Agency_Name>. Your interview is scheduled to begin at <ReferredInterview_TimeInterviewStart> Arizona Time on <ReferredInterview_DateInterviewStart>. Interviews are being held at:

<ReferredInterview_LocationTitle>

<ReferredInterview_Address> <ReferredInterview_City> <ReferredInterview_State> <ReferredInterview_ZipCode>

During your interview you will have the opportunity to answer a variety of questions regarding your knowledge and experience as it pertains to this position. There will also be time at the end for you to ask questions of the panel members. Feel free to contact me if you have any questions or concerns. If you need a reasonable accommodation, please let me know as soon as possible.

Regards,

<Rec_HiringManagerFullName>

<Rec_HiringManagerEmail>

- b. Delete the following shown in blue below:

Override Notice Template

Cancel Done

This will override only this instance of the notice, not the notice template itself.

Search merge fields.

Double click, press Enter while focused, or drag and drop a merge field to add it to the template.

Applicant

User

Agency

Position

Requisition

Referral

Referred List - Interview

Referred List - Exam

Referred List - Offered

Referred List - Hired

Referred List - Rejected

E-References

General

Press Alt + F10 to move to the Tool Bar; Press Alt + 0 for Help

B I U Source

Dear <Applicant_FirstName>

This message is to confirm your interview for the <Position_Title> position at <Agency_Name>. Your interview is scheduled to begin at <ReferredInterview_TimeInterviewStart> Arizona Time on <ReferredInterview_DateInterviewStart>. Interviews are being held at:

<ReferredInterview_LocationTitle>

<ReferredInterview_Address> <ReferredInterview_City> <ReferredInterview_State> <ReferredInterview_ZipCode>

During your interview you will have the opportunity to answer a variety of questions regarding your knowledge and experience as it pertains to this position. There will also be time at the end for you to ask questions of the panel members. Feel free to contact me if you have any questions or concerns. If you need a reasonable accommodation, please let me know as soon as possible.

Drag and drop your file here, or [browse](#)

Supported file types are: doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf

- c. Copy the Teams link from your interview appointment and paste into the message in place of the blue wording shown above
- d. Click **Done**
- e. In the notice preview, you will see the Teams meeting link.
 - i. You may click Sample Candidate to preview the message
- f. Click **Send**

Send Notice

Cancel

Send

Notice Preview

Override

Template

Sample Candidate

Dear [REDACTED]

This message is to confirm your interview for the Wildland Fire Crew - Crew Member and Senior Crew Member position at City of Flagstaff. Your interview is scheduled to begin at 8:00 AM Arizona Time on 2/22/2021. Interviews are being held at:

Microsoft Teams meeting
[Join on your computer or mobile app](#)
[Click here to join the meeting](#)
[Learn More](#) | [Help](#) | [Meeting options](#)

During your interview you will have the opportunity to answer a variety of questions regarding your knowledge and experience as it pertains to this position. There will also be time at the end of you to ask questions of the panel members. Feel free to contact me if you have any questions or concerns. If you need a reasonable accommodation, please let me know as soon as possible.

Regards,
 SKYLER LOFGREN, ANIKA LYON
 slofgren@flagstaffaz.gov, Anika.lyon@flagstaffaz.gov

If you do not want to receive emails please click on the following: [Unsubscribe from Emails](#)

15. PREPARE FOR YOUR INTERVIEWS (Hiring Manager)

To view or download each candidate's application and/or resume, click on the candidate's name and printing to PDF.

16. RATE YOUR CANDIDATES (Hiring Manager)


- Once interviews are complete, rate the candidates (this replaces the Hiring Summary)

Candidates							
<div> <div>2</div> <div>TOTAL</div> <div>In-Person Interview : 2</div> </div>							
<div> <div>In-Person In...</div> <div>Actions</div> <div>More</div> <div></div> </div>							
	Name	Action Date	Notices	Master Profile	Status	Rating	
<input type="checkbox"/>	[REDACTED]	11/20/2020	--		In-Person Interview Scheduled for 11/18/2020 1:30 PM	No Rating	
<input type="checkbox"/>	[REDACTED]	11/20/2020	--		In-Person Interview Scheduled for 11/18/2020 1:00 PM	No Rating	

Rating ✕ Cancel

Step 2: In-Person Interview Average Score --

* required fields are marked with asterisk



██████████

Rating Unavailable

✎


- Under **Candidates** then **Rating**, Click **No Rating** next to the candidate's name
- Click the **pencil**

Rating ✕ Cancel

Coons, Kylee (Person ID:23539318)

Step 2: In-Person Interview Average Score --

* required fields are marked with asterisk



Chad Smith

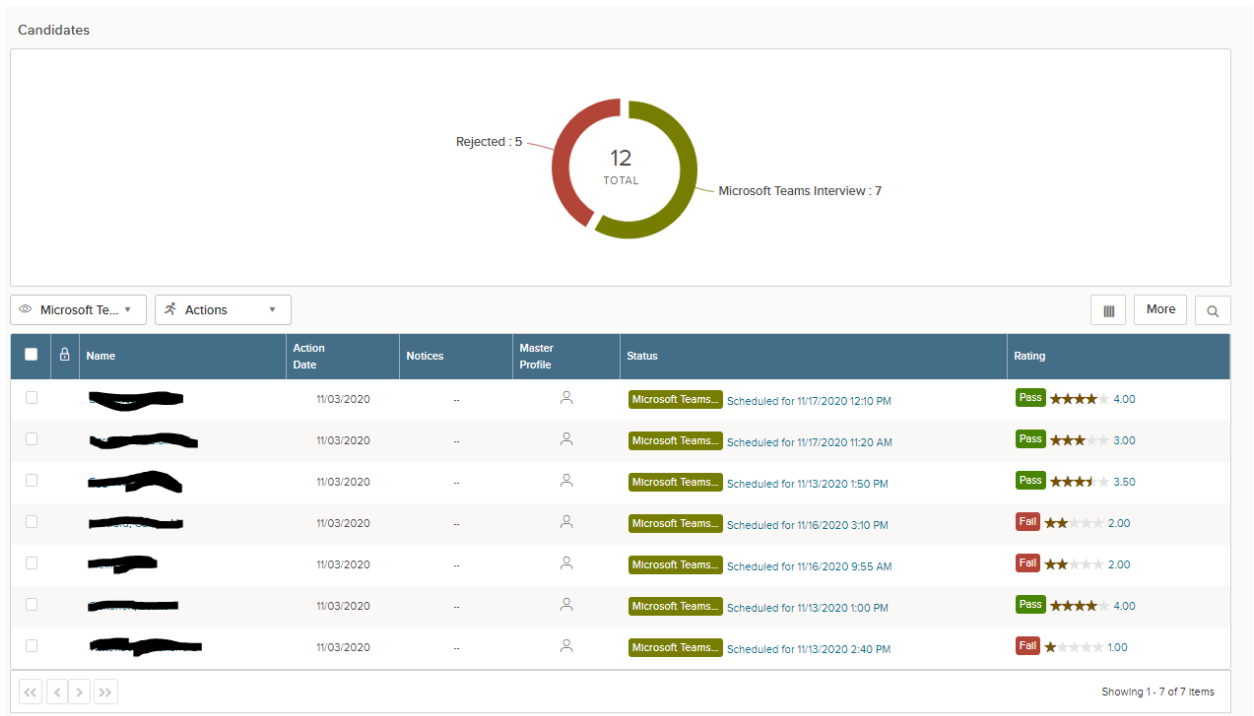
Score: * ☆☆☆☆ 0.00

Rater Comments

Write a comment...

Cancel
Save

- Score each candidate out of 5 stars. 3 stars and above defaults to pass the candidate, meaning they are eligible for hire. If you have multiple candidates you are comfortable hiring, indicate the order of your preference in the comments.
- Comments are mandatory (job offers will not be made until this is complete for each candidate.)
- Please clearly indicate why each candidate was or was not selected for the position.
- Please ensure your comments are relevant to the candidate's knowledge, skills, and abilities conveyed in the interview process as these comments are subject to Public Records Requests.



Please email your Recruiter once all ratings are complete. Include electronic interview notes from all panel members to be saved with the recruitment. Once this step is complete, the Recruiter will move forward with the rest of the process.

17 MOVE THE CANDIDATE TO HIRE/SEND NOT SELECTED NOTICE (Recruiter)

- In the **OHC**, from **Dashboard**, find job title under **My Candidates**, select job, then find the candidate
- Click on box to left of selected candidate name
 - Click **Actions** dropdown and select **Move to Hire**
 - Enter the information
 - Filled date** = effective date
 - Click **Save** and **Continue to Next Step**
 - No approvals or attachments are needed
 - Vacation tier
 - Enter Regular or Fire and Exempt/Non-Exempt
 - Type out tier level as X to X
- Click on box(es) to left of candidate names not selected for the position
 - Click **Actions** dropdown and select **Send Notices**
 - Under **Template** choose **Not Selected or Position** then **Preview**, then sample candidate to review. Adjust if needed then click send.

18. AUTHORIZE THE HIRE (Recruiter)

- In **Insight**, from **Dashboard**, select **Hires in Progress** (on top bar), click **Awaiting Authorization**
 - Find your candidate and click stamp (under actions)
 - Review information
 - Can add comments (i.e. Current employee not attending NEO)
 - Click **Save and Authorize**

19 ARCHIVE POSTING AND RECRUITMENT PROCESS (Recruiter)

Go to **Job Posting**, click the **Archive** button under action

Job Postings

+ Current Jobs Bulk Actions Reset [Filter Icon] [Dropdown Icon]

	Job #	Job Title	Job ...	Divis...	Status	Adv. ...	Adv. ...	Last ...	Assi...	Application Health	Action
	Job #	Job Title		Division					Assigne		
<input type="checkbox"/>	016-21	Airport Ops/ARFF Specialist	Default	Economi...	Active	02/19/2021	03/12/21 ...	02/18/2021	ANIKA LY...	Trending High	
<input type="checkbox"/>	010-21	Airport Programs Manager	Default	Economi...	Active	01/29/2021	02/26/21 ...	02/17/2021	ANIKA LY...	Over Limit	
<input type="checkbox"/>	007-21	Construction Inspector	Default	Capital I...	Active	01/22/2021	02/26/21 ...	02/16/2021	ANIKA LY...	Over Limit	
<input type="checkbox"/>	012-21	Engineering Associate - Tran...	Default	Capital I...	Active	01/29/2021	03/05/21 ...	01/29/2021	ANIKA LY...	On Track	

Go to **Recruitment Process**, click the **Archive** button under action

Recruitment Processes

+ Active Recruitment Processes Bulk Actions Reset [Filter Icon] [Dropdown Icon]

	Exam #	Recruitment Process	Job #	Job Posting	Analyst	Status	Action
	Exam #	Recruitment Process	Job #	Job Posting	Analyst		
<input type="checkbox"/>	035-20	Administrative Assistant - Sust...	035-20	Administrative Assistant - Sust...	TERHAAR, A	Active	
<input type="checkbox"/>	026-20	Administrative Specialist - Rec...	026-20	Administrative Specialist - Rec...	TERHAAR, A	Active	
<input type="checkbox"/>	053-20	Administrative Specialist - Rec...	053-20	Administrative Specialist - Rec...	TERHAAR, A	Active	
<input type="checkbox"/>	030-21	Administrative Specialist - Rec...	030-21	Administrative Specialist - Rec...	O'Hagan, M	Active	

From **Insight** dashboard under jobs, select **Requisitions**

Find your **Requisition** and scroll to the right, click the **stamp**

Change **Status** to filled, cancelled, or leave open

Comments = Filled with employee name(s) and effective date(s)

Click **Save**

20. COMPLETE THE HIRING PROCESS (Recruiter and Hiring Manager)

1. Contingent Offer

After the interview ratings are complete and electronic interview materials are received by your Recruiter, a contingent offer will be made.

2. Pre-Employments

The Recruiter will also begin processing any pre-employment requirements. Please be aware, the background process can take up to two weeks depending on how long it takes references to respond.

3. Salary and Vacation Reviews (if applicable)

The candidate's application materials will be sent to the Class and Comp Analyst for salary and vacation reviews (if applicable). The Hiring Manager will need to approve the salary and vacation offer and the Recruiter will be notified of the offer.

4. Final Offer

Once the reviews, background, and pre-employments are complete, the final offer will be made and the start date will be determined. The confirmation letter will be sent to the new employee

and supervisor. The supervisor should reach out to the new employee to discuss their first day, work schedule, etc.